Mining Claims Serial Number Index Report

Menu Option: Pub MC Serial Number Index Report.

Purpose: This index is used to produce a list of claims in serial number order, sorted by county. The report includes serial number, lead serial number, case type, claim name/number, claimant(s), geographic information (meridian township, range, section and subdivision), county, geo state, location date, last assessment year, county book/page, and case closed date when applicable.

Selection Criteria: The criteria input for the report is found in Lands & Mineral System Report, under the Public Mining Claims Reports section. There is a combination of mandatory and optional criteria.

The mandatory criterion includes administrative state and either a specific serial number or a range of serial numbers.

Additional criterions that can be used include geographic state, county, administrative agency, district office, field office, and case disposition.

Procedure:

1. Select **Pub MC Serial Number Index** from the reporting menu.



Please notice that the mandatory criterion is indicated with an asterisk.

Identify the Mandatory Information:

- 2. *Admin State: Select one or more from the list, or select "All Column Values".
- 3. *Serial Number (Between): You may search for one Serial Number or a range of Serial Numbers. If you are looking for a specific Serial Number, enter the number in both text boxes. This will return only that specific Serial Number. If you would like a range of Serial Numbers, enter the beginning Serial Number into the first text box, and the ending number in the second text box. This will return all Serial Numbers within the range.



Serial Numbers must entered exactly, e.g., ORMC34567,IMC12345,WMC7894 (all CAPITALS and no spaces).

Identify the Optional Information:

4. **Geo State:** You must first select the admin state(s). When the admin state has been selected, only the geographical states associated with the administrative state appear in the list of Geo States. If the admin state has not been selected yet, all states appear in the selection box.

Click on the drop down arrow to see the list of geo states. Select one or more from the list, or leave the selection as "All Columns Values" (default).



You may also enter the geo state(s) directly into the criteria box. Geo states are entered as two character code and must be in all CAPITAL letters, e.g., MT = Montana. Multiples may be entered with a semi-colon and no space, e.g., MT;SD (Montana and South Dakota).

5. **County:** You must first select the admin state(s). This will narrow to one or more specific counties for the admin state(s) selected.



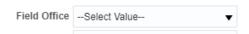
Click on the drop down arrow to see the list for county. Select one or more from the list, or leave the selection as "All Columns Values" (default).

6. **Admin Agency:** The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of administrative agencies. Select one or more from the list, or leave the selection as "All Columns Values" (default).

Select Value	•
-	-Select Value

7. **District Office:** The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of district offices. Select one or more from the list, or leave the selection as "All Columns Values" (default).

Field Office: The values displayed in the selection box are based on the selected administrative state(s) and district office(s). Click on the drop down arrow to see the list of field offices. Select one or more from the list, or leave the selection as "All Columns Values" (default).



9. *Disposition: Select one or more from the list, or select "All Column Values".

Disposition	□ (All Column Values)□ ACTIVE
	CLOSED
	PENDING

10. **Admin Agency Code:** Click the dropdown for Admin Agency Code. Select the Admin Agency Code value from the list box, or enter it into the text box. Use the More/Search option to view all Admin Agency Codes. Refer to Reference Codes if needed.

Process Report:

11. After selecting all criterions, click **OK** to process this report. You may also reset the criterion by clicking on the down arrow next to Reset. Select either Reset to default values, or Clear All.



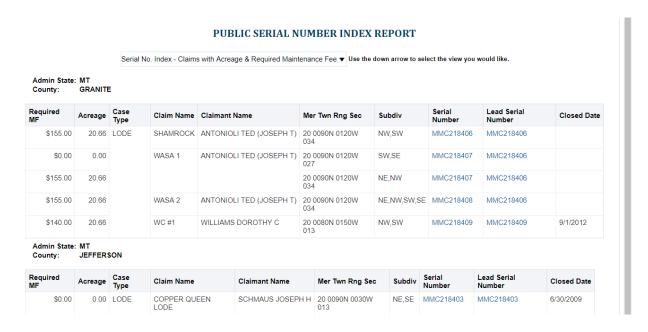
When processing has completed, there are three views for this report. The default view displays the Serial Number Index – Mining Claims. Additional views are Claims with Acreage and Required Maintenance Fee, and the Banner Page. Click on the down arrow to select a different view.



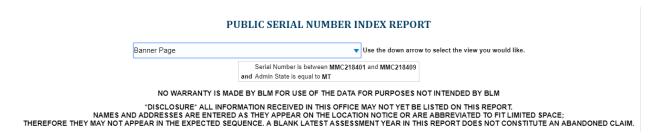
Serial Number Index – Mining Claims:



Serial Number Index – Claims with Acreage & Required Maintenance Fee:



Banner Page:

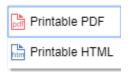


The Banner Page displays the criterion used for the report.

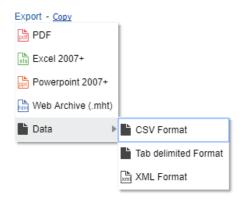
At the bottom of each view, there are several options to choose:

Return - Refresh - Print - Export -

- Return Returns to the criteria page.
- Refresh This will process the report again and refresh the data that is displayed.
- Print Allows you to print this report to .pdf format, or HTML format.



• Export – Allows you to export the data to various formats:

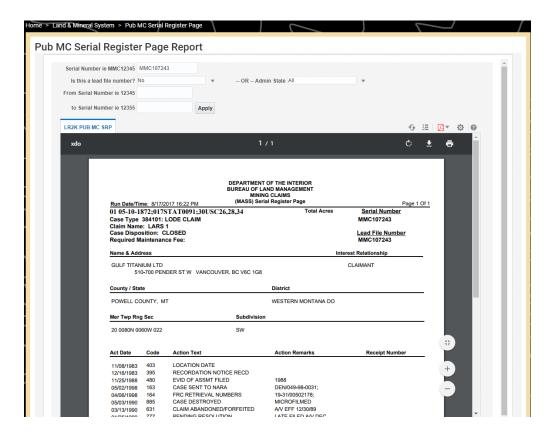


Links to Serial Register Page (SRP)

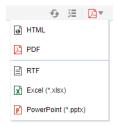
When the results of the report are displayed, the Serial Number and Lead Serial Numbers are displayed in blue. This indicates there is a direct link to the Serial Register Page for the particular Serial Number or Lead Serial Number. If the Lead Serial Number is selected, it will link directly to the Lead Serial Number and all associated Serial Numbers. This is only accessible in the report display. Once the document is converted to .pdf or Excel the link is not available.

To go to the SRP – click on a Serial Number or Lead Serial Number. Then click on the "SRP" link. Please be patient. It may take some time for the SRP to load. The SRP will be displayed in a new page. You will notice tabs at the top of the screen that allows you to return to the report after viewing the SRP.





When the SRP is displayed, you may print it in pdf format. Click on the red Adobe icon in the upper right corner. Several options are available, but pdf is recommended.



Print Report:

Hover the cursor into the upper right corner. You will see the printer icon which allows you to print this SRP in hard copy or save to a pdf file.

You may close this new page to return to the results of the report.

